

**US Army Women's Museum**  
**Rules for use of the archives**

1. Access to archives is limited to appointment only. Archivist must be present for research to be conducted by the public.
2. All archival material must be used and kept in the Research Room. Taking archives out of the Research Room or suspect behavior can warrant a search of your belongings and/or person.
3. Your personal belongings (coat, purse, folders/binders, and any additional baggage) will be kept in a secure but separate room from the Research Room.
4. The use of ink pens for note taking is prohibited in the Research Room. No marks, changes, or erasures are to be made on the documents.
5. No food or drink is allowed in the Research Room.
6. You may bring your camera, scanner, and laptop into the Research Room after approval from the Archivist or Museum Staff.
7. Pencils, colored paper, and cotton gloves will be provided to you.
8. Gloves must be worn at all times when in contact with the archives. Researchers must exercise all due care while handling fragile documents.
9. Only one folder/box will be pulled from the Archives at one time for your research, this will help maintain the internal order of the files. Keep all archives on the table as to ensure they do not get bent or fall to the floor.
10. Requests for photocopies of material will be directed to the Archivist and cost is free to the public. All photocopies of material are made solely for the convenience of the researcher and remain the property of the Archives.
11. Should the researcher bring their own laptop and scanner, the Museum asks for a copy of all files you digitize. We will provide the disc free of charge. We ask that you make sure the subject, date, box number, and folder name are saved in the title. This is to make the recovery process quicker, should you need another copy of the document(s).
12. The researcher is advised that the Museum does not necessarily hold the literary rights to the material in its collection and that it is the researcher's responsibility to secure those rights when needed.
13. Credit for use of the material in any publication will be the following citation (below pictures).
  - a. Source: U.S. Army Women's Museum
14. Anything the researcher publishes must be approved through PAO prior to publication.
  - a. Army Public Affairs: <http://www.army.mil/info/institution/publicAffairs/>
15. This form, along with any other documents pertaining to your research (emails, photocopies, copy discs, etc) will be kept for future visits and/or research by the Archives at the U.S. Army Women's Museum.
16. The researcher will undergo "exit screening" before the end of the research day. This is a search of the items you brought into the research room prior to putting items away. This is a precaution to ensure no documents were forgotten in scanners or misplaced within copies or in the research room.
17. The researcher agrees to abide by any and all restrictions imposed on the individual collections by the donor, depositor, or the Museum.